

## Glen Montessori School – Accessing & Using the Online Store

### Welcome to the Glen Montessori School Online Store!

The Glen Montessori School Online Store is a Private Site on the AEC Online Store website. The first time you access the site, you will need to create an account through the AEC Online Store. You can access the AEC Online Store using the URL:

<https://www.aconlinestore.com/>



Select “create an account” in the upper right-hand corner. Enter your first and last name, email address and password. Then choose “create an account.”

The screenshot shows the 'Create New Customer Account' page on the AEC Online Store. The page has a dark blue header with the AEC Online Store logo and navigation links. The main content area is white and contains a form with the following sections:

- Personal Information:** Fields for 'First Name' (containing 'Rachel') and 'Last Name' (containing 'Rumbaugh'). A checkbox for 'Sign Up for Newsletter' is present and unchecked.
- Sign-in Information:** Fields for 'Email' (containing 'rrumbaugh@aeconlinestore.com'), 'Password' (with a strength indicator 'Password Strength: Very Strong'), and 'Confirm Password'.

A red asterisk indicates required fields. A blue 'Create an Account' button is at the bottom of the form.

Sign In or Create an Account  
1 (844) 631-4118  
concierge@aeconlinestore.com

Search entire store here...  

SAFETY PERSONAL PROTECTIVE EQUIP. CLOTHING HATS & CAPS OFFICE SIGNAGE PROMOTIONS GIFTS PRIVATE SITES MY DASHBOARD

## Create New Customer Account

Personal Information

First Name \*  
Rachel

Last Name \*  
Rumbaugh

Sign Up for Newsletter

Sign-in Information

Email \*  
rrumbaugh@aeconlinestore.com

Password \*  
.....  
Password Strength: Very Strong

Confirm Password \*  
.....


\* Required Fields

Create an Account

Once you are logged in your name will appear in the upper right-hand corner of the home page.



Click on “My Dashboard” to access your personal Dashboard. Here you can change your password, add additional “ship to” or billing addresses, track current and past orders, print receipts, and manage your credit cards.

Before making any purchases, make sure that the default billing and shipping information is complete in “My Dashboard”.



**AEC** Online Store  
Serving the Architecture, Engineering, and Construction Community

Rachel Rumbaugh Your Store Credit Balance: \$318.95  
1 (844) 631-4118  
concierge@aeconlinestore.com

[SAFETY](#) [PERSONAL PROTECTIVE EQUIP.](#) [CLOTHING](#) [HATS & CAPS](#) [OFFICE](#) [SIGNAGE](#) [PROMOTIONS](#) [GIFTS](#) [PRIVATE SITES](#) [MY DASHBOARD](#)

**My Account**

- [My Orders](#)
- [My Wish List](#)

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- [Address Book](#)
- [Account Information](#)
- [Stored Payment Methods](#)

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- [Newsletter Subscriptions](#)
- [Store Credit & Refund](#)
- [Gift Card](#)
- [My Returns](#)

## My Account

### Account Information

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**Contact Information**

Rachel Rumbaugh  
rrumbaugh@aeconlinestore.com  
[Edit](#) | [Change Password](#)

**Newsletters**

You are subscribed to "General Subscription".  
[Edit](#)

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**Address Book** [Manage Addresses](#)

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**Default Billing Address**

Rachel Rumbaugh  
AEC CommunitE-Store, LLC  
101 Brilliant Ave Ste 200  
Pittsburgh, Pennsylvania, 15215-3119  
United States  
T: 4127841000  
[Edit Address](#)

**Default Shipping Address**

Rachel Rumbaugh  
AEC CommunitE-Store, LLC  
101 Brilliant Ave Ste 200  
Pittsburgh, Pennsylvania, 15215-3119  
United States  
T: 4127841000  
[Edit Address](#)

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**Recent Orders** [View All](#)

Order #	Date	Ship To	Order Total	Status	Action
AEC-000020578	11/24/20		\$1,800.00	Complete	<a href="#">View Order</a>
AEC1-000020286	6/24/19		\$500.00	Complete	<a href="#">View Order</a>

**Compare Products**

You have no items to compare.

**My Wish List**

You have no items in your wish list.

Once your account has been created, select Private Sites, then choose Glen Montessori School.

You can also then access the store directly by using the URL:

URL: <https://www.aeconlinestore.com/private-sites/glen-montessori-school.html>

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Serving the Architecture, Engineering, and Construction Community

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Search entire store here...

SAFETY PERSONAL PROTECTIVE EQUIP. CLOTHING HATS & CAPS OFFICE SIGNAGE PROMOTIONS GIFTS PRIVATE SITES MY DASHBOARD

Home > Private Sites

## Private Sites

Shopping Options

- CATEGORY
- PRICE
- MANUFACTURER
- LOCATION
- COLOR

Compare Products

You have no items to compare.

My Wish List

You have no items in your wish list.

ART Technology

Central Point Partners

Community Day School

eclipsecorp

The Glen Montessori School

HPW

HSI

Mcrandal Company Inc.



MOVISTA

There are several categories you can search to select your items to purchase. By selecting the category, you will see the items available in each one. Browse through the categories to find the item you would like to view.

When navigating through the categories and products, use the back button to stay in the Glen Montessori School Online Store. Otherwise, you will be redirected to the AEC Online Store and will have to choose the Private Site to continue.

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Search entire store here...  


**SAFETY PERSONAL PROTECTIVE EQUIP. CLOTHING HATS & CAPS OFFICE SIGNAGE PROMOTIONS GIFTS PRIVATE SITES MY DASHBOARD**


Home > Private Sites > Glen Montessori School


## Glen Montessori School

Shopping Options

CATEGORY 

PRICE 

MANUFACTURER 


COLOR 

Compare Products


You have no items to compare.

My Wish List


You have no items in your wish list.




Youth Clothing




Adult Clothing




Office | Drinkware



Hats & Caps



Backpacks & Bags



Gifts

Each product generally provides a detail *Overview* of the item along with a *Sizing Chart* for all clothing in the tabs as shown.

To order an item, add the number of items you want to purchase in the appropriate size and color block in the grid.

You must also select a logo using the *“logo selector”*. Note: the thread color may vary depending on the color or garment selected. If a size is grayed out, it is temporarily out of stock.

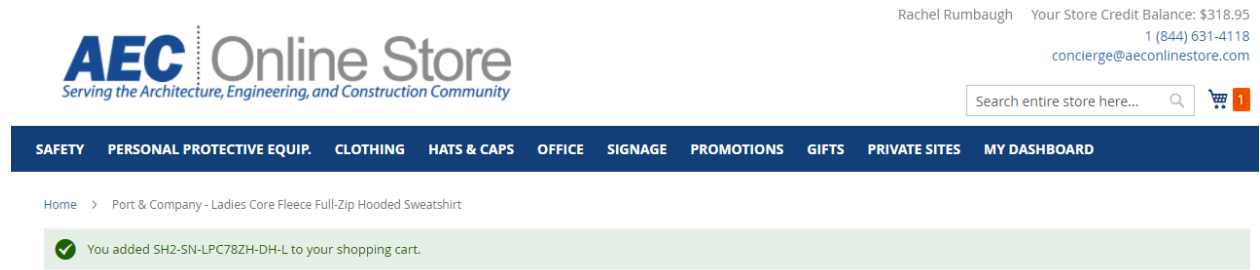
The screenshot shows the product page for a Ladies Core Fleece Full-Zip Hooded Sweatshirt. The main image is a dark grey hoodie. To the right, the product title is "Port & Company - Ladies Core Fleece Full-Zip Hooded Sweatshirt" with a price of \$36.00. The status is "IN STOCK" with SKU# SH2-SN-LPC78ZH-GMS. Product ID is 129538 and Manufacturer is Port & Company. A store credit balance of \$318.95 is shown. A logo selector shows "The GLEN MONTESSORI SCHOOL" selected. A quantity matrix is provided below.

	XS	S	M	L	XL	2XL	3XL	4XL
ATHLETIC HEATHER								
CHARCOAL								
DARK HEATHER				1				
GREY								
JET BLACK								
NAVY								
NEON BLUE								
NEON PINK								

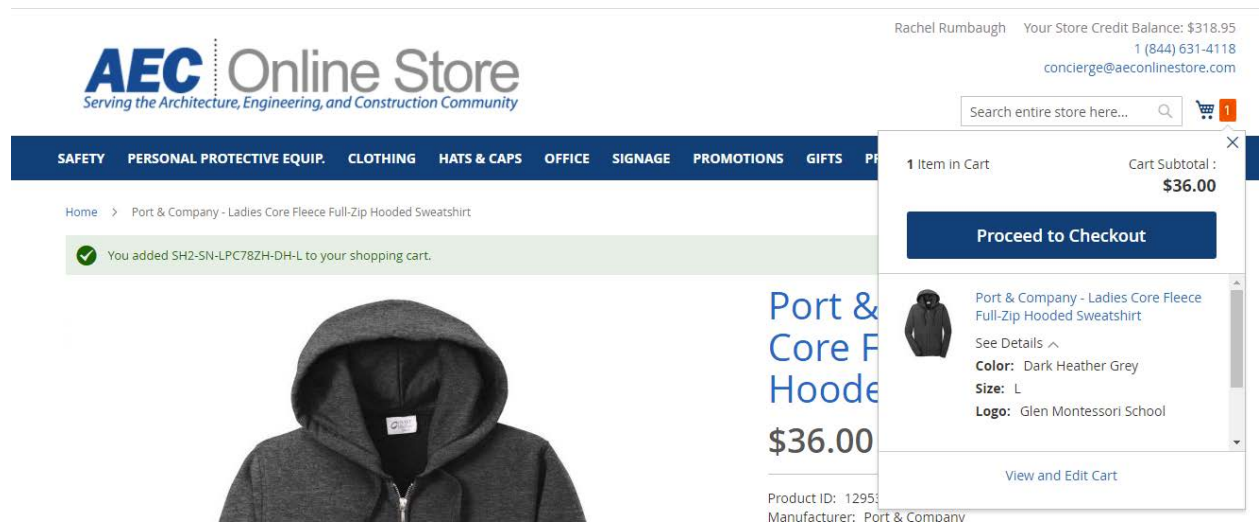
Click the *“Add to Cart”* button to add the item(s) to your cart and continue to shop or proceed to checkout.

The bottom section of the page features a prominent blue "Add to Cart" button. Below it are two smaller links: "ADD TO WISH LIST" with a heart icon and "ADD TO COMPARE" with a list icon.

You will see a message that the item has been added to your cart. The number of items in your cart will show next to the cart in the upper right-hand side of the screen.





Select the cart in the upper right-hand corner to see the contents of your shopping cart and to check out.



Select "Proceed to Checkout" when you are ready to finalize your purchase.

Verify that all information is correct and check the box confirming the shipping information is correct. Select the shipping carrier for your purchase.

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concierge@aeconlinestore.com

Search entire store here...  

**Continue Shopping**

**AEC Online Store**  
Serving the Architecture, Engineering, and Construction Community

**Shipping** **2**  
Review & Payments

### Shipping Address

Rachel Rumbaugh  
AEC CommunitE-Store, LLC  
101 Brilliant Ave Ste 200  
Pittsburgh, Pennsylvania  
15215-3119  
United States  
4127841000

Rachel Rumbaugh  
AEC TEST  
4013 W Land Ave  
Tampa, Florida 33616-1613  
United States  
412-784-1000

**Ship Here**

**+ New Address**

Please check this box to confirm that the shipping information is accurate. \*

### Shipping Methods


**\$9.92** Ground Federal Express

**\$11.12** UPS Ground United Parcel Service

**Next**

### Order Summary

1 Item in Cart


 Port & Company - Ladies Core Fleece Full-Zip Hooded Sweatshirt  
Qty: 1  
\$36.00  
[View Details](#)

Select "next" to move to the payment screen.

Enter your credit card information to pay for your purchase. When you place your purchase, a temporary hold is placed on your card for the purchase amount. Your card will not be charged until the order is shipped.

For your convenience, encrypted credit card information can be saved by checking the box next to “Save for next time.” At your next purchase, your card information will appear in the drop-down box.

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Search entire store here... 

**Continue Shopping**

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Shipping  Review & Payments

### Payment Method




Purchase on Account

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Credit Card


My billing and shipping address are the same

Rachel Rumbaugh  
101 Brilliant Ave Ste 200  
Pittsburgh, Pennsylvania 15215-3119  
United States  
4127841000

Credit Card Number \*

Expiration Date \*  
Month  Year


Card Verification Number \*  
 



Save for later use.


**Place Order**

### Order Summary


Cart Subtotal	\$36.00
Shipping Federal Express - Ground	\$9.92
<b>Order Total</b>	<b>\$45.92</b>

1 Item in Cart 

	Port & Company - Ladies Core Fleece Full-Zip Hooded Sweatshirt
Qty: 1	\$36.00
<a href="#">View Details</a> 	

Ship To: 

Rachel Rumbaugh  
AEC CommunitE-Store, LLC  
101 Brilliant Ave Ste 200  
Pittsburgh, Pennsylvania 15215-3119  
United States  
4127841000

Shipping Method: 

After reviewing, click “Place Order” to confirm and initiate your order.



Several email notifications will be sent to you:

- one when the order is placed
- one when the order is acknowledged by AEC
- one when the order is shipped

Either a UPS or FedEx tracking number will also be included in your email notification.

If you have any questions about an order or need help, simply call our Toll-Free number or email us ...

Phone Number for Concierge: 1-844-631-4118

Email address: [Concierge@aeconlinestore.com](mailto:Concierge@aeconlinestore.com)

Thank you for using the Glen Montessori School Online Store!